



## **School Group Reservation Policies and Pricing Information**

As a public garden, Coastal Maine Botanical Gardens welcomes all groups, however, in order to fully accommodate each group, we require school groups (both self-guided or guided) to book **at least two weeks in advance through the Education Department**; in return we provide your school group with a classroom space (indoors or out) to call home for the day.

Please email [fieldtrips@mainegardens.org](mailto:fieldtrips@mainegardens.org) or call Erika Huber, Youth and Family Program Coordinator at 633-8031 to schedule your visit.

- School groups that do not book through the Education Department will be directed to the Visitor Center to pay the regular daily rate and are not guaranteed a classroom space.
- The field trip season runs from April 15-Oct. 31. Field trips are available daily in the spring and fall; in the summer, as available.
- School groups may not exceed 80 students on any given day. If your school group is larger than this, we encourage you to make your reservations early so that we divide your visit into multiple days.
- We require a 1:5 ratio of chaperone: student, regardless of age of the group. Our expectation is that chaperones will remain with students at all times. Chaperones should be assigned to groups of five students or less, before arriving at the Gardens.
- Our group admission rate for schools is \$95 per class (not to exceed 25 students per class). For schools that have at least 40% of their students receiving free and reduced lunch, we offer 50% off admission and bus transportation reimbursement up to \$350.
- The discounted group admission for school groups includes the admission for teachers and chaperones that are required in order to meet the 1:5 adult-to-child ratio for visiting school groups. Any additional adults above this ratio will be charged our standard group admission rate for adults of \$12 each.

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- We require one form of payment. We accept purchase orders, cash, credit card, or organizational check. Adult chaperones arriving separately from the school bus should be included in this payment.
- Groups should designate a group leader to meet the Gardens staff on arrival and process admissions.
- If you have reserved a tour for your group, but arrive late the day of your visit, the Gardens reserves the right to modify your tour to fit the adjusted time frame.
- Please notify us if your group includes students with special needs. You will be contacted by a staff member to discuss possible accommodations. Our central gardens are ADA compliant. We have a limited number of wheelchairs and scooters for loan on a first-come, first-serve basis.
- Lincoln County schools have free admission on the first Wednesday of every month. *We have a special admission policy for AOS 98 school groups—please call for more information; reservations are still required.*
- Our policy is that on entering the Gardens, you grant permission for us to use your image for promotional purposes. Please notify us in writing of any exceptions prior to your visit.